

~~SECRET~~

Langley Disbursing Office
Cash Reconciliation and Accounting

Date _____

Opening Balance _____

ADDITION TO FUNDS

Receipts from 01-1010	_____
Fiscal Vouchers on Hand	_____
Duty Officers Fund	_____
Emergency Fund	_____
Tellers Funds	_____
Cash Inventory	_____
\$100.00	_____
50.00	_____
20.00	_____
10.00	_____
5.00	_____
1.00	_____
.50	_____
.25	_____
.10	_____
.05	_____
.01	_____

DISBURSEMENTS

Vouchers paid	_____
Checks Cashed	_____
Foreign Currency Purchased	_____
Taxi Funds paid	_____
Fiscal Vouchers forwarded	_____

Total _____

Accountable Balance _____

SIGNATURE OF ACCOUNTABLE OFFICER

ATTACHMENT RECONCILED

~~CONFIDENTIAL~~

DATE

SIGNATURE OF CUSTODIAN

~~SECRET~~